

How the Annual Allowance Works:

***Items Charged Against the Annual Allowance (reported):**

- Staff Salaries
- Staff Travel
- Vehicle (Shannon does not use)
- Maintenance & Utilities
- Telephone (including cell phone, PDA and fax lines) (Shannon uses her personal cell, not a state issued cell)
- Postage
- Furniture & Equipment (above standard allotment)
- Supplies & Miscellaneous (including subscriptions, temporary services)

***Items NOT Charged Against the Annual Allowance (some of which will be reported):**

- Member's salary, benefits
- Session per diem and session travel (reported)
- Employee Benefits
- District office rent (reported)
- Lease vehicle expenses (gas & oil, repairs) (reported) (Shannon does not use)
- Stationery and other material printed at Reprographics
- Standard Office Furnishings and Equipment
- Miscellaneous (Bill service, Chief Clerk's materials, telephone directories)